

APPENDIX IV

MAJOR DEVELOPMENT PLAN (MDP)

APPENDIX I

APPENDIX IV- MAJOR DEVELOPMENT PLAN (MDP)

The following general information shall be required, unless otherwise noted, on the site plan, landscape plan, grading plan, drainage plan and report, erosion control plan, lighting plan and building elevations, as well as any other plan which may be required by planning staff that is part of the MDP:

A. Major Development Plan Narrative Requirements.

A narrative shall be part of the MDP, shall comply with the following requirements and shall:

1. Be typed or printed on standard letter size paper and be reproducible.
2. All narratives must be clearly written and understandable.
3. Provide the name, address, phone/fax numbers, e-mail address of the landowner, the developer or representative and the person preparing the plan, if different from the owner.
4. Provide a statement of ownership and ratification of such.
5. Provide the name of the property that the MDP is associated with, if applicable.
6. Define the overall impacts of the proposed development on the adjacent land, including how the development complies with the intent of the MDP as defined in paragraph VI.3.c.
7. Provide the following business related data:
 - anticipated business opening or occupancy date
 - hours of operation

Provide a chart showing the following items in square feet and percentage of gross

site area:

- total gross site area
- total hardscape area
- building footprint area and square footage
- building use(s)
- parking/access/sidewalk area
- number of employees
- number of required and provided parking spaces by land/building use(s)
- proposed landscaped area and existing vegetation to remain.

B. Major Development Plan Exhibit Requirements.

The MDP Plan shall be prepared as follows:

1. All plans must be legible and reproducible.
2. The name and legal description of the proposed development shall appear on the first, or cover, sheet.
3. Prepare plans at a scale of 1"= 20' or another scale approved by the planning department which allows for maximum clarity of the proposal. Plans shall show north point, written and graphic scale, utility easements, lot sizes, existing land uses surrounding the site, adjacent streets and points of access and proposed land uses.
4. Sheet size shall be 24"x 36" with the long dimension horizontal (unless larger size approved by staff), and an 11"x 17" reproducible copy. An information block shall be located in the lower right-hand corner or along the right hand margin of the sheet and shall include the date of preparation and any revisions, a north arrow, the scale used, a graphic scale, sheet title, and preparer's name, address and phone/fax numbers and email address.
5. All plans shall be prepared to accepted professional standards.

APPENDIX IV

1. Site Plan Requirements.

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Site plans shall conform to the above requirements of Section IV.B, shall be utilized as the basis for the following plans and exhibits, and shall contain the following specific information:

- a. Show a vicinity map to scale of up to 1"= 400' showing the relationship of the site to the surrounding land area.
- b. Show setback dimensions from lot lines, and indicate any structures proposed to be removed.
- c. For subdivided land, all boundary lines must be labeled with bearings, distances and curve data as shown on the final plat.
- d. For unsubdivided land, all boundary lines must be labeled with bearings, distances and curve data shown on the certified boundary survey.
- e. Identify the proposed street address of each building.
- f. Show locations and dimensions of all existing and proposed signs to show relationship to proposed site features. However, all signs require approval of a Sign Permit in accordance with the Sign Ordinance.
- g. Provide dimensions and identify all existing and proposed structures showing points of ingress/egress.
- h. Show locations and dimensions of all public and private streets, walks, and trails, rights-of-way and points of access on or adjacent to the proposed site and note surface materials.
- i. Provide the zoning of the site and the zoning and current uses of the adjacent land.

2. Building Detail Requirements.

Discuss how the building architecture provides visual interest consistent with the community's identity, character and scale. Explain how the building facades and rooflines are articulated to reduce the mass, scale and monolithic appearance of any large buildings. Describe how the architectural features and patterns provide visual interest at a pedestrian scale. Drawings, photographs, models and computer photographic simulations may be included to illustrate design concepts. The following information shall also be supplied:

- a. Building Elevations. Scale drawings of all building elevations, unless individual elevations waived by Planning staff, which accurately represent the proposed building design with annotations. One set of colored elevations shall be provided for public hearings.
- b. Building Material Identification and Sample Requirements. A chart specifying all proposed exterior materials and samples of all principle, exterior building materials.

3. Phasing Plan/Schedule Requirements.

Shall include a graphic representation of development schedule and phases of development for all proposed construction. A narrative description of the proposed development schedule and phases of development for all proposed construction shall also be provided.

4. Landscape Plan Requirements.

The purpose of the Landscape Plan is to establish requirements for the design, installation and maintenance of landscapes that contribute ecologically and aesthetically to the growth and

economic prosperity of the City; that achieve healthy, attractive, and safe environments according to recognized water conservation principles; and that conserve, protect and promote the unique natural identity and environment of the City. The objectives of the landscape plan are to increase aesthetics, improve environmental quality, to design landscapes suitable to local conditions, to enhance the value of land, and encourage innovative, long-range and cost-conscious approaches to landscape design. The Landscape Plan shall ensure:

- the provision of adequate and proper drainage for survival of plant material
 - the stockpiling and redistribution of beneficial topsoil
 - the mitigation of slopes that are difficult to vegetate or irrigate
 - or that would result in water runoff onto paved surfaces
 - the protection of landscaping from flooding or contaminated runoff
 - aesthetically and functionally placed berms
 - general contouring of the ground plane to create forms that are aesthetically pleasing and that contribute to the intent of the landscape design.
- a. The Landscape Plan shall illustrate the following standards:
- minimum number of trees: at least one tree for every 500 square feet of required landscaping area.
 - at least one tree shall be planted for every 20 linear feet as a buffer to adjacent residential uses with at least 50% of the plantings being evergreen.
 - one street tree per 40 lineal feet of street frontage.
 - up to 50% of the required trees may be substituted by shrubs in a ratio of 10, 5-gallon shrubs per tree.
 - all deciduous trees shall be a minimum of 2" caliper. All coniferous or evergreen trees shall be a minimum of 8' in height.
 - credit will be given for retention of existing trees and vegetation.
 - Minimum required internal landscaping area shall be 10% of the gross site area.

All Landscape Plans shall meet the following requirements:

1. Shall be prepared in a professional manner by an individual who is familiar/experienced with Colorado plant material, plant communities, local soils, and irrigation practices.
2. Plants shall be selected based on suitability to conditions of the site, and to the traditional and historic plant material used in the City of Manitou Springs.
3. Landscaping shall be planned in a manner to promote diversity among plant material and to encourage plant materials to thrive.
4. Plants with similar water needs shall be grouped together to provide optimum water application.
5. The locations and quantities of plants shall comply with the requirements established for the landscaped areas as noted in Section 8. A plant material chart, which describes the numbers, sizes and types of proposed planting, shall be provided.
6. An irrigation plan may be required as part of the Landscape Plan. The irrigation plan shall be submitted and approved prior to the issuance of a building permit, or prior to final MDP approval for the conversion of vacant land to nonresidential use that does not involve the construction of a structure. The irrigation plan shall graphically and through notes depict a water-efficient design consistent with the landscape and grading plans. The irrigation plan shall show and note hydrozones. The hydrozones shall take into account like water demand plants, slopes, microclimates, environmental factors, and water pressure.

7. A landscape grading plan may be required as part of the Landscape Plan and shall provide all information necessary to clearly indicate existing and proposed site conditions including, but not limited to:
- contour intervals
 - existing and proposed contours
 - top and toe of manufactured slopes
 - retaining walls with top of wall elevations and finish grade on each side
 - general intent of site drainage.
8. All landscaped areas shall consist of one hundred percent (100%) ground coverage in living vegetation, organic mulch, or ornamental paving or rock mulch as follows:
- At least seventy-five percent (75%) of each landscaped area shall consist of plants, or a combination of plants and organic mulch.
 - Ornamental paving (excluding sidewalks) or rock mulch shall not exceed twenty-five percent (25%) of any landscaped area.
 - Vegetative cover may consist of ground covers, perennials, wildflower mix, shrubs, ornamental grasses, bulbs and grass mixes, or turf grass.
 - The tree canopy shall not be counted in the seventy-five percent (75%) calculation of vegetative cover.
9. Where existing native plants are to be retained, drainage shall not be altered so as to be detrimental to the viability of the plants.
10. All disturbed site areas shall be revegetated and slopes stabilized in conformance with City requirements.
11. Measures shall be taken to conserve on-site plants. City staff may recommend credit be given for preserving landscaping. Protection of characteristic plant communities serves to retain a "sense of place" and to fulfill landscaping requirements.
12. In fire prone areas the Landscape Plan shall consider and mitigate fire hazards.
13. Minor revisions to an approved landscape plan may be approved by staff.
14. Certification by the applicant/owner at 11 months after landscape installation that all vegetative landscaping has been inspected and is currently living. Said certification shall include the date of landscape installation, date of any landscape replacement and the date of the required inspection. Any replacement vegetative landscaping shall be recertified by the applicant/owner that it has been reinspected at 11 months after its reinstallation and is currently living.
- c. Preliminary Landscape Plan:
- A preliminary landscape plan (without irrigation plan and/or landscape grading plan), may be submitted as part of a MDP under review with the condition that a final landscape plan (with irrigation plan and/or landscape grading plan, if required) shall be submitted for staff review and approval prior to the issuance of a building permit. When the preliminary landscape plan information is not sufficient to assure that the MDP will avoid (or acceptably mitigate) an adverse impact on a surrounding property, part or all of the final landscape plan information may be required.

5. Lighting Plan Requirements.

The intent of the Lighting Plan is to increase safety, reduce crime and minimize the negative impacts on surrounding uses. All outdoor lighting shall meet the following standards:

- a. All lighting shall be shielded such that the source of illumination (bulb or direct lamp image) is not visible from any adjacent property.

- b. Except as otherwise allowed for heretofore lighting (including parking lot security, walkway and building) shall be downcast and, necessary, shall utilize cutoff fixtures.
- c. All lights, except those required for safety/security or signage as provided herein, must be extinguished within one hour after the end of business hours and remain extinguished until one hour prior to the commencement of business hours. Extinguishing all signage lighting within one hour of the end of business and to remain extinguished until one hour prior to commencement of business shall be encouraged.
- d. Except for safety/security lighting at entrances, stairways and loading docks, .5 foot-candle on the rest of the site is permitted.
- e. No outdoor lighting may be used in any manner that interferes with the safe movement of motor vehicles on public thoroughfares.
- f. Maximum fixture height for all lighting shall be 18 feet, except for any parking structure when the maximum fixture height shall be 18' above the highest approved deck level. Lights mounted on a building which is taller than 18' may exceed this height, but may not exceed the height of the building.
- g. All fixtures mounted within 15' of any residential property line or public right-of-way boundary of the site shall be fitted with a cut-off shield on the side facing the residential or public right-of-way property line.
- h. Maximum on-site foot-candles shall not exceed 10 foot-candles. In areas adjacent to buildings, said 10 foot-candle maximum shall include light spillage from within the building as well as light from signage.
- i. Light levels measured 20' beyond the site property line shall never exceed 0.1 foot-candles as a direct result of the on-site lighting.
- j. Any decorative, accent or landscape lighting does not need to be downcast, however it shall be designed to minimize illumination of the night sky.

The Lighting Plan shall be prepared and submitted in accordance with the following:

- Show locations of all exterior lighting.
- Identify proposed and existing fixtures and heights.
- Provide elevation details and manufacturer's literature.
- Provide a photometric plan as required by the planning department. The photometric plan shall be prepared at both 24"x 36" and 11"x 17" for submittal at same scale as the MDP.

For approval, the Lighting Plan shall demonstrate compliance with the above design and submission standards.

6. Drainage Plan and Report Requirements.

The purpose of the drainage plan and report is to ensure that all on-site and off-site drainage impacts from the proposed development are addressed and mitigated to acceptable levels. The Drainage Plan and Report shall be prepared in accordance with the Requirements for all Drainage Plans and Reports referenced in the Manitou Springs Subdivision Regulations and Zoning Ordinance and shall meet the following design standards:

- a. Provide proof that water is to be discharged from the property so as not to alter historic peak flows.
- b. Integrate proposed drainage facilities into the natural terrain through landscaping and other

techniques.

- c. Regulate the discharge rate and total capacity into existing natural drainage ways so as to not exceed existing natural conditions.

The Colorado Springs and El Paso County Storm Drainage Criteria Manual and the City of Colorado Springs Drainage Criteria Manual Volume 2 shall be used for design standards and criteria not addressed in 6.a through 6.c above. For approval, the Drainage Plan shall demonstrate compliance with the above design and submission standards.

7. Grading and Erosion Control Plan Requirements.

Shall comply with the requirements contained in Appendix III, Grading Permits, of these regulations, as well as other prospective state and Federal requirements and shall demonstrate that the following principles have been followed in the Plan:

- a. Fitting the development to the topography and the vegetative cover to minimize topographic alteration and destruction of vegetative cover.
- b. Reducing the area and duration of exposed soil.
- c. Removing and saving topsoil prior to any grading or excavating and replacement for revegetation.
- d. Retaining and protecting natural vegetation.
- e. Covering disturbed soils with mulch, topsoil and vegetation.
- f. Retarding runoff, erosion, and sediment in runoff water, including but not limited to: using sedimentation ponds, and by increasing the absorptive capacity of the site.
- g. Not degrading the water quality of the stream or river into which site water is discharged.

For approval, the Grading and Erosion Control Plan shall demonstrate compliance with the above principles and submission standards and requirements.

8. Parking Plan Requirements.

Shall show locations and dimensions of required off-street parking and loading areas and handicap spaces. Shall comply with the requirements contained in Section VIII.6, Parking Requirements, of these regulations. If the City's regulations do not address the parking requirements of a proposed use, the Colorado Springs Zoning Code parking requirements shall apply, unless the owner/applicant submits a Parking Study establishing alternate parking requirements which are deemed acceptable by the City.

9. Public Improvements Plan.

All improvements to streets, utilities and fire fighting facilities must be in conformance with the City's requirements , including the Water/Sewer Ordinance, Subdivision Regulations, Zoning Ordinance and Fire Department requirements. The Public Improvements Plan shall illustrate the location of all existing and proposed streets, utilities and fire fighting facilities including fire hydrants and fire flows.

The plan shall include a narrative discussing the source of all utilities, including water, sewer, stormwater, natural gas, electric, telephone and cable.

10. Visibility Impact Analysis.

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Development with significant visual impacts from public rights-of-way or key public places (town clock, parks, views to Pikes Peak/Garden of the Gods) shall provide a site line analysis illustrating what, if any, portion of the proposed development will be visible and addressing mitigation of any visibility impacts.

11. Traffic Study.

Traffic studies may be required in order to assess the impact of a proposal on the existing and/or planned street system. Unless waived by the Planning Director, a written study meeting the City's guidelines will be required. A study will be required when:

- nonresidential development when the peak hour trip generation is expected to exceed 50 vehicles.
- residential development of 20 units or more.

This study shall be prepared by a professional transportation engineer. The Traffic Study shall include: trip generation, site plan (including points of access), existing and projected traffic volumes (including peak hour traffic and total daily traffic), level of service, critical lane capacity analysis, traffic signals, trip generation rates (using the Institute of Transportation Engineers' "Trip Generation Guide"), trip assignment, traffic accidents, traffic counts (with detail regarding when and how performed), design hours volumes and any reciprocal parking.

12. Geologic Hazards Plan and Report.

A geologic hazards plan and report shall be provided to the City. The purpose of the geologic hazards plan and report is to:

- identify conditions which may pose a hazard to a land development
- recommend mitigation measures that may be taken to reduce or avoid the identified hazards to acceptable levels so that development may proceed
- recommend areas that are unsuited for the level of development proposed or pose unacceptable risks for development

The type of geologic hazards to be identified shall include, but not be limited to, the following:

- Expansive or unstable soils and/or rock.
- Unstable or potentially unstable slopes
- Landslide areas or potential landslide areas
- Debris fans
- Rockfall
- Subsidence
- Shallow water tables
- Springs

- Flood prone areas
- Faults
- Upturned or dipping bedrock.

Address the following in the report conclusions and recommendations:

- a. State whether the intended use of the land is compatible with any identified or potential geologic hazards or constraints. If mitigation measures are necessary, identify them in detail. Discuss the development of mitigation procedures or design changes necessary to minimize or abate any hazardous condition, if such mitigation or design change is possible. Each hazardous condition requires a recommendation, which may be a recommendation that the conditions are too severe to warrant development.
- b. The recommendation should focus upon the long-term stability and safety of the proposed project. Discuss the critical planning and construction aspects of the development including the suitability of using irrigated landscaping, the stability of earth materials, the appropriateness of the proposed grading plans, the need for selective location of project facilities, and the static and dynamic parameters for the design of structures; as applicable.
- c. Clearly state the geologic basis for all conclusions.

The Geologic Hazard Plan and Report will be reviewed by the City Planning Department in conjunction with the normal review of the land development proposal. The City's review shall determine whether the findings, conclusions and recommendations of the Geologic Hazard Plan and Report have been incorporated into the design of the MDP, Subdivision Plat, Drainage Plan, Grading Plan and street construction documents, or other required document. If the review by the City determines that the study submitted is incomplete or fails to comply with the standards and requirements set forth in this section, staff may require new or supplemental information. In cases where significant geologic hazards are identified, appropriate mitigation measures shall be required in conjunction with the approval of the project, if approval is recommended. Said mitigation measures may include, but not be limited to:

- Changes to the proposed land use configuration
- Modification of land use types
- Modification of lot boundaries or building envelopes
- Special foundation designs and over-excavation
- Geotechnical engineering solutions
- Limitations on irrigated landscapes
- Special drainage designs

City staff, Planning Commission or City Council may, at their discretion, have the geologic hazard plan and report independently reviewed by the Colorado Geological Survey (CGS) or by an independent professional geologist or qualified geotechnical consultant. This separate review shall supplement the City's review and will be considered by the City in making a final determination on the land development proposal. The cost of having an independent review and analysis of geologic hazard reports shall be borne by the developer.

13. Environmental Impact Statement Requirements.

Shall comply with the requirements of Section 16.44.050K of the Manitou Springs Subdivision Regulations as amended.

14. Parks, Trails and Open Space Report.

The applicant should review the City's Parks, Trails and Open Space Master Plans, requirements or documents and submit information showing the consistencies and inconsistencies of the proposed MDP with each.